



CITY OF WEBSTER CITY
Job Description - Fire Captain

Title: Fire Captain (Full-time Position)

Job-Band Classification: None
Union position, step scale established by CBA

Definition: To assist the Fire Chief in reaching the objectives of the fire department. To provide service in fire fighting, rescue response, fire cause investigation, fire prevention and inspection, water rescue program, and overall administration.

Duties: Assist the Fire Chief in carrying out the administrative duties of the department. In the absence of the Fire Chief and in collaboration with other officers and the public safety coordinator provide supervision of department operations. Be expected to perform all duties required of firefighters and Lieutenants if circumstances require. Supervise two or more crews at emergency scenes; plan training exercises; process billings for department activities; complete and review reports and perform other related duties as required by the Fire Chief.

Essential Functions

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

Essential duties and responsibilities may include, but are not limited to the following:

Required Knowledge, Skills and Abilities:

Extensive knowledge and ability to perform fire department activities. Knowledge of city and state laws and rules which pertain to fire department activities. Ability to write reports and maintain a filing system; ability to compile and analyze information; ability to establish and maintain productive relationships with superiors, subordinates, city employees and the public. Must meet Civil Service requirements. Maintain confidentiality of work-related issues and City information.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

Minimum Education, Training and Experience:

Minimum high school diploma, five years of fire fighting experience, held a full-time firefighter position on the department for the last 2 years. Have completed Firefighter I & II, Hazard Materials Operations, Fire Arson Investigator and Instructor I courses. Inspector I, Fire Officer I & II courses a plus but not required.

Physical Ability: Ability to lift heavy objects or persons in the course of rescue / fire suppression activities; ability to climb ladders; haul hose; wear / carry required protective clothing and gear in course of training or rescue / fire suppression activities; to operate extrication equipment; ability to withstand working outside in all extreme weather conditions. Visual ability sufficient to operate a fire vehicle by both day and night, to observe emergency scene actions taking place; observe traffic in the vicinity of an emergency scene; to observe fire code violation; to read and write reports; correspondence. Hearing ability sufficient to understand radio transmission; conversation with other individuals in person, over a radio and over a telephone. Speaking ability sufficient to communicate effectively with other individuals in person, over a telephone over a radio.

FLSA/Wage Hour Status: Non-Exempt